Instructions for completing the Decision Package Narrative Justification (Form NJ)

General information

Please use the Word format provided by DPB. You can download the format for Form NJ from DPB's web site (go to www.dpb.virginia.gov, then click on the "Documents & Forms" link in the blue column at left, then type in "Decision Package" in the Search window). If you do not have access to the Internet, call your DPB budget analyst for a diskette or to e-mail the form.

Complete a separate narrative justification for each decision package. Please put each narrative justification into a separate document in Microsoft Word. You must complete all the items. If an item is not applicable, insert "N/A." Do not delete any items. Remember that this justification may be the only information decision-makers will have to determine whether your proposals should be funded. Be as complete as possible. When you save the completed forms, name them according to the following convention: your agency's three-digit code followed by "NJ" followed by the decision package number. Example: If you are agency 999 and you submit three decision packages numbered 100, 200, and 201, the files would be named *999NJ100.doc, 999NJ200.doc, and 999NJ201.doc*

Specific information

Item 1. Agency name: Type in the agency name.

Item 2. Agency code. Insert your agency's three-digit code.

Item 3. Decision package number. Use the three-digit category number as specified in "Decision package categories" on page 8 of these instructions. It is important that you use the SAME number here that you do in WebBEARS for the "addenda" number.

Item 4. Title. Insert a short descriptive title (no more than 100 characters long). Remember that your title should begin with an action verb such as "increase," "add," "reduce," "transfer," "shift," "expand," etc.

Item 5. Priority. Insert a number here indicating the priority your agency puts on each decision package, with "1" as most important. (Your agency's most important decision package would be numbered "1," next most important, "2," etc. Do not use sub-categories such as "1a" and "1b"). No two decision packages should have the same priority number.

Section 1: General Description

Item 6. Summary of cost. Complete this short table to summarize the overall resources required for the decision package. For each year of the biennium, show the total general fund and nongeneral fund dollars and positions. Show negative numbers (reductions) in parentheses. Note: Due to a new legislative requirement, it is necessary that you cost out your proposal for six years, taking into account one-time and start-up costs. Do not make any assumptions about future salary or fringe benefit cost increases. These will be handled centrally. *See "Information about Significant Out-Year Costs" on page 4 of these instructions for more about this.*

- *For Institutions of Higher Education only:* The 2004 General Assembly established a tuition and fee policy. The new policy is defined in Chapter 4, 2004 Appropriation Act under §4-2.01 b.3 a)and b). Instructions should apply the appropriate funds split to any amendments submitted for consideration as part of the Governor's Executive Budget.

Item 7. Description. Summarize the actions your agency proposes to take with the requested dollars or position. If the decision package is for language only, explain what the language will allow the agency to do.

Item 8. Outcomes/results. Describe the anticipated results or outcomes that your agency expects to accomplish if the proposal is approved. What issue or problem are you trying to resolve? Be as specific as possible as this will be used to measure the success of any initiative that is funded.

Item 9. Consequences of funding/not funding. Indicate the consequences you expect if your proposal is or is not approved.

Item 10. Need for request. Provide detailed information to indicate the need for the proposed service/program/activity. For example: Is there a waiting list for services? If so how long is the wait, how many individuals are on the list? Have demographic, weather, or other factors changed the need for the service/program/activity? Cite quantitative data wherever possible.

Item 11. Alternatives considered. Indicate any other alternatives you considered for accomplishing the objectives and why you selected the proposed action. Briefly list the pros and cons of each alternative.

Item 12. Are the proposed services/programs/ activities mandated? Put an X in the appropriate box to indicate if the proposed programs, services, or activities are mandated. If so, indicate what precisely the mandate requires and what is its origin (cite federal or state statutory provisions). **Note:** Requirements of state or federal *regulations* are <u>not</u> considered "mandates." Also, an activity is not mandated if legislation <u>enables</u> or <u>authorizes</u> the activity but does not <u>require</u> it.

Item 13. Is legislation needed? Put an X in the appropriate box to indicate if your request requires a legislative proposal to amend the Code of Virginia. If so, give the proposal identification number and summarize the proposal. If the legislation has not been submitted to the Governor's Policy Office to date, when will it be, and where is it now? Indicate why the legislation is essential for the success of the decision package. If the proposal does not involve any needed legislation, indicate "no."

Item 14. Appropriation Act language needed? Put an X in the appropriate box to indicate if there is a need to add, revise, or delete language in the Appropriation Act. (If so, photocopy the appropriate pages, mark up the changes, and include them as an attachment.)

Section 2: Cost of request

Item 15. One time funding? If the request involves additional funding, put an X in the "YES" box to indicate if it represents a one-time need. If partially one-time, and partially recurring, insert an X in the YES box, but be sure to explain. Provide why you consider the funding to be one-time. Give the amounts of the one-time funding.

Item 16. Recurring need? If the need is recurring, put an X in the "Yes" box. Indicate the estimated funding to accomplish the total project/request and the timetable for completing the entire project. Indicate if funding requirements in the next biennium (2006-2008) will be more or less than the current biennium. If no recurring need is involved, insert an X in the "No" box.

Item 17. Personal services. Put an X in the appropriate box to indicate if the decision package includes any personal services dollars. If yes, use the table to indicate by category (role) any positions affected (either new positions or positions eliminated), the anticipated hire date, the pay band, the starting salary, and costs of salary and the associated fringe benefits for each category. Describe how these positions relate to the services to be provided through this proposal (i.e., do these positions provide administrative support or do they deliver direct services?). *Be sure to attach any worksheets that show your calculations and assumptions, including how the starting salary was determined.*

Item 18. Nonpersonal services. Put an X in the appropriate box to indicate if any nonpersonal services costs are included in the decision package. If yes, use the table to indicate by major object of expenditure the change in resources your agency is requesting for nonpersonal services. Identify and explain specific expenses such as grants and contracts, operating fixed assets, and debt service. *(Institutions of higher education: Include information to justify any proposed increases in student fees.)*

Item 19. Nongeneral fund sources. Put an X in the appropriate box to indicate if any nongeneral funds are included in the decision package. If "yes," insert in the table the revenue source code, the fund/fund detail code, the title of the fund/fund detail, and the amount required for each year of the biennium. Add additional lines if needed for more revenue source codes or fund details. Also provide in the block marked "Explain below" the methodology used to calculate the nongeneral fund amounts. *Note: Institutions of higher education should explain the impact on student tuition and fees of any requests for nongeneral fund dollars.*

Item 20. Grant funds. Put an X in the appropriate box to indicate if the decision package involves any grant funds. If the funding source is a grant, describe the formula or explain the methodology used by the grantor to allocate the funds. Describe any federal or local match requirements that will require additional state funding from either general or nongeneral funds and identify the source of the additional match funds. Identify any conditions or restrictions associated with acceptance of the anticipated grants.

Item 21. Methodology for cost of proposal. Provide an explanation of the methodology used to calculate the costs of the proposal. If a proposal requires additional funding to achieve future savings, be sure to address both the time frame and the amounts of the additional costs and the savings to be achieved. Be sure to mention how you figured the out-year costs for fiscal years 2007 through 2010 that you listed in item 6. If the proposal provides relief for excessive workload, identify the current workload and how the proposal will address it. Provide the units of workload an employee or contractor can handle.

Section 3: Measuring Results

Item 22. Expected outcome. Indicate how you will measure the success of the effort if this proposal were to be funded, giving the specific outcome you expect should this proposal be funded. This is the way that one can compare actual results with anticipated results. Also, please indicate if the effort is a new activity for your agency. Finally, where appropriate, you should provide a performance measure that is relevant to the proposal. The performance measure should be readily understandable to a non-expert.

Item 23. Performance measure in *Virginia Results*? Put an X in the appropriate box to indicate if your proposal relates directly to one of your agency performance measures tracked by DPB on the *Virginia Results website.* If yes, indicate the measure in the space provided. (Agency measures are listed on *Virginia Results* at http://www.dpb.virginia.gov/VAResults/Index.htm

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